

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of April 21, 2003

DATE: April 23, 2003

Meeting commenced at 12:35 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Kevin Burke, Rick Carr, Ross D’Urso, Ellis Bingham, Francine Bouldin.

The meeting agenda was approved.

Minutes of the March 17, 2003 meeting were approved.

3% Pay Increase for FY04

Bob Lee began discussion of this issue. Mr. Lee indicated that the Constitutional Officers were soliciting Board opinion with respect to granting employees a 3% pay increase in lieu of pay for performance this year. Ross D’Urso added that the request was not designed to eliminate the performance evaluation process, but to invoke Human Resources Policy #22, paragraphs F & G, which outline the possible ways in which employees may receive enhanced pay. Mr. D’Urso conveyed that 3% did not seem like much of a reward system.

Action: The Personnel Committee supported the proposal of a 3% across the board pay increase for employees in lieu of a merit increase this year. The proposal will proceed to the full Board as a regular agenda item.

Request to Reclassify Three Positions

The request to reclassify three positions was held over from the March Personnel Committee meeting. Members required justification for the reclassifications in the form of additional

information. The reclassifications in question were for the positions of Payroll Technician, Senior; Operations Manager; and Agricultural Development Officer.

Action: The Committee endorsed the request to reclassify three positions and recommended forwarding this item to the full Board for approval consideration.

Request to Add the Position of Tourism Coordinator to the Fauquier County Classification and Compensation Plan

Francine Bouldin relayed that the position of Tourism Coordinator had been approved during the recent budget process. The position was evaluated by MAXIMUS and graded at a level 28. Mrs. Bouldin requested permission to add the position of Tourism Coordinator to the Fauquier County Classification and Compensation Plan.

Action: The Committee endorsed the request to add the position of Tourism Coordinator to the Fauquier County Classification and Compensation Plan. The item will proceed to the full Board for approval consideration.

Request to Establish an Additional Position and Add the Position Title of Assistant Engineer to the Fauquier County Classification and Compensation Plan

Rick Carr shared that in material presented to the Finance Committee on March 18th, Community Development indicated that it intended to propose a permanent engineer position in its FY 2005 Budget. The Finance Committee recommended that this request be expedited and considered in FY 2004. It was acknowledged that the supply of civil engineers is limited, and the filling of the position with a person possessing the type of experience and credentials preferred would take time (e.g., 6-8 months).

Action: The Committee endorsed the request to add an additional position and position title of Assistant Engineer to the Fauquier County Classification and Compensation Plan. The item will proceed to the full Board for approval consideration.

Policy Revisions

Policy 26, Reduction in Force, was presented to the Committee. Bob Lee stated that with the State budget cuts, review of the Reduction in Force policy was timely. Mr. Lee relayed that the current policy contemplates a purely local RIF situation. The proposed policy provides more flexibility for Constitutional Officers in the event of elimination or reduction in State funding.

Action: The Committee endorsed the proposed policy revisions. The item will proceed to the full Board for approval consideration.

Request to Establish the Position of Management Intern

Bob Lee reported that the Town of Leesburg has an excellent Management Intern program. Board of Supervisor member Sharon McCamy recommended that the concept be presented to the Personnel Committee. The item has been presented to the Finance Committee. Mr. Lee conveyed that the program is not intended to lead to the expansion of management staff. The intern would work for twelve months, during which time he/she would rotate through approximately six departments/functional areas.

Action: Due to time constraints, the Committee directed that this item be held over to the May meeting.

Adjournment